

SEP 21 1954

STATE HOUSE, BOSTON

THE COMMONWEALTH OF MASSACHUSETTS :

State Library

The Trustees of the State Library make this their forty-second annual report for the fiscal year ending June 30, 1951, under the provisions of _____, Section 37, of the General Laws (Ter. Ed.).

ANNUAL REPORT

OF THE

TRUSTEES OF THE MASSACHUSETTS

STATE LIBRARY

FOR THE

FISCAL YEAR ENDING

JUNE 30, 1951

Dr. _____ Chairman

Thomas H. D. Mahoney

Richard I. Furbush

Thomas H. McGowan

Thomas F. O'Neill, Jr.

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OF
MASSACHUSETTS1952
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STATE LIBRARY OF MASSACHUSETTS

SEP 21 1954

STATE HOUSE, BOSTON

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ANNUAL REPORT

OF THE

TRUSTEES OF THE MASSACHUSETTS

STATE LIBRARY

FOR THE

FISCAL YEAR ENDING

JUNE 30, 1951

STATE LIBRARY
TO
MASSACHUSETTS

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ANNUAL REPORT OF THE TRUSTEES

I have the honor to submit the following report on the work
To the Honorable Senate and House of Representatives
in General Court Assembled:

The Trustees of the State Library make this their forty-second annual report for the fiscal year ending June 30, 1951, under the provisions of Chapter 6, Section 37, of the General Laws (Ter. Ed.).

Senator Richard I. Furbush as President of the Senate for his term beginning January 1, 1951, became a Trustee ex officio.

The Trustees transmit herewith the Librarian's report and incorporate it as part of this record.

The appropriation for the fiscal year covered by this report amounted to \$1,100,000, less than the pre-

Dr. Daniel L. Marsh, Chairman
Thomas H. D. Mahoney
Richard I. Furbush
Thomas H. McGowan
Thomas P. O'Neill, Jr.

accomplish the allotments from the appropriation amounted to \$1,020,745.32. This represented a saving of \$79,254.68.
No authorization was received to fill two additional positions as Senior Library Assistant and two additional positions as Junior Library Assistant due to the order issued by the Governor that no appointments to vacancies in state positions could be filled without the permission of the Director of Personnel and the Commissioner of Administration and Finance.

LIBRARIAN'S REPORT

I have the honor to submit the following report on the work done in the Massachusetts State Library during the year ending June 30, 1951:

Tabulation of Activities

Main Room:

Circulation,.....	17,009 volumes
Telephone reference questions,	1,600
Daily average attendance,.....	75

Legislative Reference Room:

Circulation,.....	2,196
Telephone reference questions,.....	257
Total attendance,.....	1,665

Newspaper Room:

Circulation,.....	4,797
Total attendance,.....	2,624

The appropriation for the fiscal year covered by this report amounted to \$111,800.00. This was \$6,870.00 less than the preceding year. In order to accomplish further savings the allotments from the appropriation amounted to \$102,616.00, and out of the allotments the actual expenditures amounted to \$102,074.52. This represented a saving of \$9,725.48.

No authorization was received to fill two additional positions as Senior Library Assistant and two additional positions as Junior Library Assistant due to the order issued by the Governor that no appointments to vacancies in state positions could be filled without the permission of the Director of Personnel and the Commissioner of Administration and Finance.

Miss Ruth Claire Boudreau, Junior Clerk in the Division of Microfilming, was granted a military leave of absence upon her enlistment in the WAFS on October 19, 1950. Miss Carmela Maglia, the highest person on the Civil Service eligible list, was appointed as a military substitute November 1, 1950.

At the beginning of the fiscal year there were two vacancies on the staff; one senior library assistant and one junior library assistant. On November 15, 1950, Miss Lois E. Peterson was appointed a senior library assistant. Her previous experience was obtained in the law library of Boston University. On March 1, 1951, Miss Barbara D. Hobson was appointed Junior Library Assistant after she received the degree of Master of Arts from Smith College.

On May 18, 1951, Mrs. Alvesta C. Douglas, at her own request, was retired after twenty-five years of service as Junior Library Assistant. This position remained vacant until June 30, 1951.

It has been difficult to find junior library assistants willing to enter the state service at the minimum salary which remains at \$2,040.00. The maximum of this grade attained only after twelve years is \$2,640.00. Since candidates for these positions must be college graduates with training in library science a request was made that this junior grade be abolished and all positions of junior library assistant be changed to senior library assistant where the minimum salary is \$2,520.00. This is reasonable in view of the fact that laborers in the state service start at \$2,400.00 and general handymen start at \$2,040.00. This change requires the approval of the Director

of Personnel and Standardization as to qualifications, the Budget Commissioner as to available funds, and ultimately the Joint Ways and Means Committee as to appropriation. Since approval has not been given the request has been renewed in the budget for the next fiscal year.

The record of books missing in the library shows that during the fiscal year three books and two pamphlets were lost, misplaced, or otherwise unaccounted for. There is nothing to indicate that these books are definitely lost since they were not charged to any borrower and no charge slips for them were made out. Books missing are not especially valuable. After a time, if it is found to be desirable, replacement copies will be purchased.

The Division of Microfilming has concentrated its effort during this year on state department files and records for the purpose of safeguarding them against loss or destruction and not just for the purpose of economy in saving made in the purchase of file cabinets as heretofore. The necessary film is purchased by each department and two pictures are taken simultaneously of each record. The State Librarian has recommended that one set of microfilm be stored in a safe place in one of the state forests in the Berkshire Hills and the other in a sand dune area on Cape Cod. The work already completed includes the financial records of the Comptroller's office, the state employment and payroll records, the military records in the office of the Adjutant General, and the case records of the Department of Industrial Accidents.

The State Librarian has been designated ex officio a member of the Committee on the Protection of Records under an order issued by His Excellency the Governor under the provisions of Chapter 639 of the Acts of 1950. Other members are the State Secretary, Commissioner of Administration and Finance, Commissioner of Education, State Archivist, Clerk of the Supreme Judicial Court for the Commonwealth, and Supervisor of Public Records. The Committee is studying the problem of safeguarding the records of all of the state departments and the public records of counties, courts, cities and towns.

The State Librarian was designated by the Governor to represent the State Library at the meeting of the American Association of Law Librarians in Seattle, Washington. He carried with him an invitation to the Association to hold its next convention in Boston. The invitation was accepted and the Boston Convention was held at the Copley Plaza Hotel June 24 to 29, 1951, with an attendance of two hundred and thirty members. The State Librarian acted as Chairman of the Committee for the Boston meeting. On the first day of the Convention all of the delegates visited the State Library, the Governor's office, the Senate and House of Representatives. After the visit here the delegates walked to the Social Law Library in the Court House. One day during the Convention was set aside as Harvard Day and visits were made to all of the Harvard libraries. The Harvard greetings were extended by Keyes D. Metcalf, Director, and Arthur C. Pulling, Law Librarian.

ACCESSIONS

Number of books and pamphlets added to the Library from July 1, 1950, to June 30, 1951:

BOOKS

By purchase (957 plus 356 maps, etc.)	1,313	
By domestic exchange,	1,434	
By foreign exchange,	162	
By gifts,	1,829	
Massachusetts state publications,	<u>444</u>	5,182

Pamphlets

By purchase,	151	
By domestic exchange,	2,457	
By foreign exchange,	122	
By gifts,	4,671	
Massachusetts state publications,	<u>927</u>	<u>8,328</u>

Total, 13,510

Previous total, 698,773

Total number of books and pamphlets accessioned, 712,283

Reduction by binding,	349	
Reduction by discarding,	281	
Reduction by loss,	<u>5</u>	<u>635</u>

Total number of volumes and pamphlets in the library,
June 30, 1951, 711,648

Recataloguing

Volumes and pamphlets represented in new catalogue, June 30, 1950,	539,167
Volumes and pamphlets added to new catalogue during year,	<u>14,579</u>
	553,746
Less reduction by binding, discarding and loss,	<u>635</u>

Total number of volumes and pamphlets in new catalogue,
June 30, 1951, 553,111

Of this total 71,238 volumes and pamphlets are of the Law Collection.

Dennis A. Dooley,
State Librarian.

COMMONWEALTH OF MASSACHUSETTS IN ACCOUNT WITH STATE LIBRARY

FINANCIAL STATEMENT, JULY 1, 1950 TO JUNE 30, 1951

	<u>Appropriation</u>	<u>Allotments</u>	<u>Expenditures</u>	<u>Encumbrances</u>	<u>Unencumbered Balance of Allotments</u>
Personal Services & Expenses	\$111,800.00	\$102,616.00	\$100,891.01	\$1,183.51	\$541.48
Income from sales of waste paper					\$877.41